

CIA RETIREMENT AND DISABILITY SYSTEM

- A. VOLUNTARY/MANDATORY/INVOLUNTARY RETIREMENT CASES:
1. Briefs and counsels prospective retirees concerning their entitlements and responsibilities as annuitants.
  2. Prepares annuity estimates.
  3. Secures recommendation of (a) Parent Office, (b) Head of Career Service and (c) CIA Retirement Board on Application for Retirement.
  4. Prepares Memo for signature of D/Pers and approval of DCI on voluntary/involuntary retirement.
  5. Prepares Memo for signature of D/Pers advising applicant of approval and effective date of retirement.
  6. Verifies all creditable Federal civilian and military service which requires correspondence with:
    - (a) Civil Service Commission
    - (b) Federal Records Center (civilian)
    - (c) General Accounting Office
    - (d) Federal Agency maintaining possession of the records
    - (e) Military Records Center (Army, Air Force, Navy)
    - (f) Military Retired Pay Offices for appropriate branches of service.
  7. Processes Purchase of Service Credit Applications which requires:
    - (a) Verification of service to Office of Finance for computation of amount due (Form 3107)
    - (b) Cost statement to Office of Finance (Form 3107a)
    - (c) Memo (dispatch) to individual advising of amount due
    - (d) Memo to Finance transmitting payment, or
    - (e) Memo to Finance requesting payroll deductions
    - (f) Receipt to individual.
  8. Processes Voluntary Contribution Applications.
  9. Processes Refund Applications.
  10. Prepares Notices of Change in Health Benefits Enrollment (from employee to annuitant) for distribution to:
    - (a) Insurance Branch
    - (b) OF/CIARDS
    - (c) CIA Retirement file on Subject

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11. Prepares Form 56, Agency Certification of Insurance Status, (FEGLI) for transfer to Civil Service Commission.
  12. Prepares Form 49, Certification of Insured Employee's Retired Status for transfer to CSC.
  13. Prepares Designation of Beneficiary forms for
    - (a) CIA Retirement System
    - (b) FEGLI
    - (c) Unpaid Compensation
  14. Prepares commendatory letter for signature of DCI.
  15. Orders Certificate of Retirement.
  16. Coordinates on Personnel Actions for retirees.
  17. Prepares Form 3108, Record Transaction Notice.
  18. Prepares Certification to Office of Finance for Payment of Annuity (Form 3111).
  19. Prepares sterile letter to annuitant repeating oral information re annuity statement, contact address, etc.
  20. Answers correspondence received from annuitants.
  21. Answers field inquiries by dispatch.
- B. **DISABILITY RETIREMENT CASES:** In addition to the above processing, the following is required:
1. Prepares Memo to Office of Medical Services requesting medical summary.
  2. Requests appropriate office to submit Supervisor's Statement.
  3. Monitors receipt of above two documents for submission to CIA Retirement Board together with disability applicant's signed retirement request.
- C. **DEATH CASES:** In addition to applicable provisions of Section A, above, responsible for monitoring the following categories of annuitants:
1. Widow/widower survivor-annuitants.
  2. Child survivor-annuitants (if over age 18 must secure initial and periodic Certification of Full-Time School Attendance from appropriate officials).

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3. Beneficiaries for Lump-Sum payments.
4. Processing the above categories requires the procurement of death certificates; court orders appointing guardians; court orders appointing administrators and/or executors; birth certificates; divorce decrees, etc.

D. MISCELLANEOUS:

1. Answering a MULTITUDE of daily telephone inquiries.
2. FOLLOW-UP on EVERYTHING!

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Compute subsequent COL increases and advise Office of Finance.

Prepare supplemental annuity estimates and applications.

LOCK-UPS

Transmit to CSC and maintain log on Office of Finance retirement records for integrees and sensitive cases.

REFUNDS

Follow up on all queries re CSC refunds.

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CIVIL SERVICE RETIREMENT

ESTIMATES

Compute annuity estimates for retirements, death cases, insurance planning.

RETIREMENT PROCESSING

Brief and counsel prospective retirees on insurance and hospitalization benefits, taxes, leave payment and use of leave prior to retirement, annuities, survivor benefits, future increases.

Prepare commendatory letters.

Request retirement certificates.

Prepare insurance memoranda.

Prepare and distribute insurance certificates.

Coordinate personnel actions.

Disability retirements - obtain 2801B. Request medical summary.  
Request supervisor's statement.

SERVICE CREDITS

Review prior Federal service.

Obtain CCS clearance.

Complete application form.

Covert cases require additional memos for billing and receipt.

INTERNAL REFUNDS

Confirm Agency service and prior Federal service.

Obtain CCS and CPD concurrence.

Prepare memo requesting payment.

RE-EMPLOYED ANNUITANTS

Prepare memo advising CSC and requesting annuity info.

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STATINTL

A. CIA RETIREMENT SYSTEM

1. Distribute periodic call-up listings to the various Career Services and follow-up to insure that each employee is either nominated or red-lined.
2. Send memoranda to those employees who are red-lined, both Headquarters and Field. Code this action for the CIA R&D computer system.
3. Upon receipt of nomination from Career Service:
  - a. Secure Official Personnel File and verify information given on Form 3100 (date of birth, LCD, SCD and claimed periods of qualifying service) insuring that the employees have performed sufficient qualifying service in relation to years of Agency service.
  - b. Prepare Form 3100a (Nominee Check List) for distribution to Board members.
  - c. After case approved by Board send memo to Career Service requesting Service Agreement for those employees who had not previously submitted one. Send 15-year election memo to those employees who have completed 15 years of Agency civilian service.
  - d. Upon receipt of Service Agreement and 15-year election, if applicable, have personnel action to designate participants and prepare memo for D/Pers signature to formalize approval.
  - e. Upon receipt of effected action memo to employee, Headquarters and Field, notifying him of this action.
  - f. Prepare Record Transaction Notice to code this action in computer system.
4. Upon receipt of monthly computer listing:
  - a. Insure that participants listed as separations are actually true separations. Prepare Record Transactions Notice to reflect the separation. When a separated participant withdraws his funds from the System prepare another Record Transaction Notice to reflect this action.
  - b. Perform a review on the cases of participants who have been Agency employees for 14½ years to determine if they meet the criteria for continued participation in the System.

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c. Send memo to the Head of the respective Career Service by which certification is obtained that the employee is still performing in a career field which requires the performance of qualifying service. Upon the return of this memo, prepare memo to D/Pers by which he adjudges the participant qualifying for continued participation in the System.

d. When the participant reaches his 15th Anniversary date with the Agency, send memo of election to remain in the System. Upon return of this memo, prepare Record Transaction Notice to reflect the change in status.

5. Perform other miscellaneous tasks necessary for the administration of participation and maintenance of the CIA R&D System.

#### B. CIA RETIREMENT BOARD

1. Prepare cases for review by the Board:

a. In addition to participation cases, submit information necessary for Board action on retirement cases under the CIA System.

b. Prepare fact sheet and submit other information necessary in cases involving requests for extension of retirement under both the CIA and CSC Systems.

2. Prepare a bi-weekly statistical report on the status of retirements under both the CIA and CSC Systems.

3. Prepare memos to the Director for D/Pers signature on all cases involving domestic qualifying service and extension of scheduled retirement. When approved prepare memo to employee for D/Pers signature.

4. Write the minutes of the CIA Retirement Board meetings.

5. Other tasks as necessary to support the Board.

#### C. RETIREMENT MEDALLIONS

1. Review files on all employees scheduled for retirement and all death cases to determine if medallion should be given and secure correct dates and address.

2. Submit list of names to OP/SAS and Office of Security for clearance to order and issue medallion.

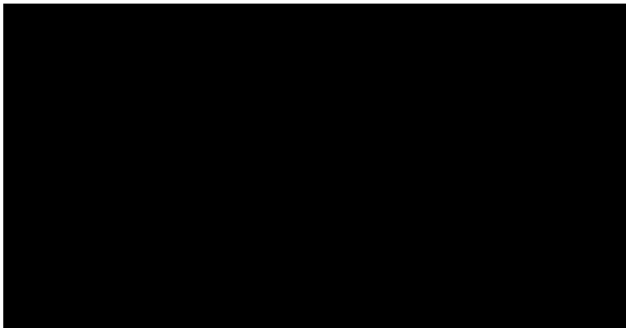
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3. Upon receipt of above clearances submit list of names and dates, as well as type of medallion to [REDACTED] for ordering.

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4. Upon receipt of medallion distribute to Career Service if recipient is still in the area; if not, prepare letter for D/Pers signature to transmit medallion.

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